CA-PMM

Project Name: WIN Farrell Project

OCIO Project #: 5225-71
Department: EIS
Revision Date: 4/30/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	State Budget Delay, Increased Scope	Project behind schedule	SPR to rebaseline
2. Were any key milestones or deliverables rescheduled?	Yes	State Budget Delay, Increased Scope	Project behind schedule	SPR to rebaseline
3. Was work done that was not planned?	Yes	Policy delays, Increased scope	Additional workload, Project behind schedule	SPR to rebaseline
4. Were there any changes to scope?	Yes	New Farrell Team New Court Req.	Additional workload, Project behind schedule	SPR to rebaseline
5. Were tasks added that were not originally estimated?	Yes	New Farrell Team New Court Req.	Additional workload, Project behind schedule	SPR to rebaseline
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	Yes	State Budget Delay, Hiring Delays	Project behind schedule	SPR to rebaseline

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Project behind schedule	SPR to rebaseline
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Project behind schedule	SPR to rebaseline
3. Is there any unplanned work that needs to be done?	Yes	Gap Analysis New SPR required	8 new requests awaiting proiritizing, SPR to rebaseline
4. Are there any expected or recommended changes to scope?	Yes	Gap Analysis New SPR required	8 new requests awaiting proiritizing, SPR to rebaseline
5. Are there any tasks not originally estimated that will need to be added?	Yes	Gap Analysis New SPR required	8 new requests awaiting proiritizing, SPR to rebaseline
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Project behind schedule	SPR to rebaseline
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	Project behind schedule	SPR to rebaseline

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Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**
Completed deliverables are: WIN Exchange, Violence Tracking, Restricted Programs, New Grievance and Staff Misconduct, DDMS, Use of Force, Ward Disabilities, Mental Health (SRSQ) & (SRR), Gang Tracking, Pine Grove Conversion, Wide Area Network Upgrade, Compstat & PBS Reporting.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
WIN Farrell Project Phase II Changes	12/31/08	10/1/09	Behind Schedule	See Page 2	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	WIN Farrell will submit SPR to rebaseline based on results of gap analysis.
Milestones			X	WIN Farrell will submit SPR to rebaseline based on results of gap analysis.
Deliverables			X	WIN Farrell will submit SPR to rebaseline based on results of gap analysis.
Resources		X		
OneTime Cost	X			
Continuing Cost	X			

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Status Report

Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
WIN Farrell Project Phase II Changes	12/31/08	10/1/09	Behind Schedule	See Page 2	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	WIN Farrell will submit SPR to rebaseline based on results of gap analysis.
Milestones			X	WIN Farrell will submit SPR to rebaseline based on results of gap analysis.
Deliverables			X	WIN Farrell will submit SPR to rebaseline based on results of gap analysis.
Resources		X		
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	1
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	1
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	
	80-90% on time	1	**2**
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	
	80-90% on time	1	**2**
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	
	80-90% assigned and available	1	**2**
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	
	15-25%	1	**0**
	>25%	2	
15. Team Effectiveness	Highly Effective	0	
	Moderately Effective	1	**1**
	Ineffective	2	
		Total	**11**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

No vendor, staff augmentation